



# The New Jersey Cultural Trust Qualified Organization Designation Form

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Please complete this form to be designated a "qualified organization" under the rules of The New Jersey Cultural Trust. You may submit this form at any time. Your application to be designated "qualified" will be considered at the next scheduled board meeting.

Please note that all information submitted to The New Jersey Cultural Trust is subject to the Open Public Records Act and will be made available upon request for public access with the exception of materials exempted by law, executive order, or by rule.

Name of organization: \_\_\_\_\_

FEI (Federal Employers ID #): \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail address \_\_\_\_\_

Principal Contact: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Year incorporated: \_\_\_\_\_ How many consecutive years have you been operating? \_\_\_\_\_

**Note:** *Cultural Trust rules require 4 consecutive years of operation in order to qualify.*

NJ Legislative District: \_\_\_\_\_ Congressional Legislative District: \_\_\_\_\_

County: \_\_\_\_\_

The following attachments are required:

- A copy of the board-adopted mission statement clearly identifying organization as one with a primary purpose of arts, history or humanities.
- Proof of current non-profit corporate status with the State of New Jersey – a copy of the last annual report form filed with the Division of Revenue, formerly the Division of Commercial Recording.

- Proof of tax-exempt status from Internal Revenue Service (copy of IRS tax determination letter).
- Organization's annual reports or summary of activities for the past two years describing major programs and services
- Documentation, such as event calendars, brochures, educational outreach materials, and performance and exhibition calendars, that support the organization's mission and verifies its services to the public
- Financial records as follows:
  1. Organizations with budgets or endowments in excess of \$100,000 must submit independent certified audits of financial statement for the last two completed fiscal years.
  2. Organizations with annual budgets under \$100,000 and no endowment or no endowment holding in excess of \$100,000 must submit copies of their tax returns for the past two fiscal years and their past two annual budgets as approved by the organization's board of directors.

### **Certification:**

**We the undersigned attest to and certify that all statements made with this submission or provided as proof and corroboration of statements made with this submission are to the best of our knowledge and belief true and accurate.**

**Two signatures are required.**

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**Authorizing Official's Signature**

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**Printed Name, Title, Date**

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**Authorizing Signature of Board**

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**Printed Name, Office, Date**